

## LIBRARY SUPERVISOR III

### NATURE OF WORK

This is supervisory work managing and coordinating the activities of a major branch library or library service such as Circulation, Polley Music or Extension.

Work involves responsibility for the application of professional library principles and procedures to a variety of library operations. This is professional work requiring technical skill, knowledge and experience in the field of library science. Work is performed under minimal supervision with employees exercising independent judgment in the overall management of the service area. Work decisions are made in accordance with departmental policies and procedures. Work may include supervising and training personnel; supervising library services for children and adults; evaluating and selecting materials; and assisting customers with research. Supervision is received from a professional or an administrative supervisor with work being reviewed through conferences, reports and appraisal of overall effectiveness of service provided. Supervises professional, paraprofessional and/or unclassified personnel.

### EXAMPLES OF WORK PERFORMED

Manages daily operation of a major branch library including overseeing condition of the building and operation of equipment to insure the safety and convenience of customers and staff; maintains effective communication with headquarters library; applies and implements library principles and policies; provides input on impact of policies on branch operations.

Manages outreach and special services such as Kurzweil reader, TDD, City/County summer outreach, homebound service and nursing home service; evaluates alternative means of delivering materials and information to customers, such as bookmobiles, networks, mail and communications systems.

Supervises staff in providing library services; evaluates performance; interviews and selects job applicants.

Maintains contact with outside agencies such as neighborhood groups, civic groups, community center boards, and neighborhood schools in relation to library services; serves as liaison to literacy groups/programs.

Selects adult and children's books and other materials for purchase based on branch collection evaluation and customer needs; develops reference collection based on branch needs, and plans and organizes staff training in provision of branch reference services.

Provides in-depth music reference service to library customers; acts as resource person in field of music for library systems; develops on-line indexes for music materials; selects and evaluates materials for Polley Music collection; catalogs and classifies printed music materials.

Manages staffing needs of mini branches; schedules floaters; manages bookmobile service including evaluating community needs and arranging maintenance of vehicle.

Develops staff training programs for customer service, on-line circulation system and library aides; instructs and trains staff in providing library service according to professional library guidelines.

Provides library education for customers such as bibliographic instruction or branch tours; interprets elements in bibliographic records to library customers.

Recommends and implements policies; develops procedures and guidelines for the supervised area.

Evaluates and interprets customers' questions; determines scope and nature of such questions and decides on appropriate library resources for response.

Deals with user complaints and answers staff questions about procedural difficulties and policies.

Provides training for staff and customers in the use of library reference tools such as public access catalog, indexes, almanacs, directories, bibliographies, encyclopedias, etc.

Supervises implementation of annual children's summer reading program in branch library; supervises children's or adults' readers advisory services; acts as resource person in adult or children's literature.

Evaluates adult or children's library materials to determine if they should be retained or discarded in accordance with branch collection development policies such as currency, accuracy, coverage and collection balance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of library circulation policies and procedures.

Considerable knowledge of principles of the administration and organization of libraries.

Considerable knowledge of professional library practices for supervision of a major branch library.

Considerable knowledge of the current practices and issues of librarianship such as censorship, right to privacy and freedom of information.

Considerable knowledge of nonfiction and fiction categories for children and adults.

Considerable knowledge of research materials and information sources.

Considerable knowledge of music and music reference sources.

Considerable knowledge of the role of the library as an educational and information agency.

Considerable knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.

Knowledge of the history and philosophy of public libraries.

Ability to plan, organize, supervise, assign and evaluate the work of employees.

Ability to establish and maintain effective working relationships with coworkers and to deal with the general public in a tactful and courteous manner.

Ability to assist the customer in locating and interpreting desired information.

Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.

Ability to identify and interpret elements in bibliographic records.

Ability to communicate effectively both orally and in writing.

Ability to organize work and follow through with assignments.

Ability to analyze existing procedures and streamline for a more efficient operation.

Ability to exercise independent judgment when interpreting rules, regulations and policies.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's degree in an ALA-accredited library science program and considerable experience working in a professional library position and considerable supervisory experience. For the Polley Music position a Master's degree in music is desired.

Eligible for Nebraska Public Librarian Certification — Level V.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree in an ALA-accredited library science program plus professional library experience and supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. For the Polley Music position an undergraduate degree in music is required.

Approved By: \_\_\_\_\_  
Department Head

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Personnel Director

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